

## **HILLSBORO CITY COUNCIL MEETING**

**February 16, 2023**

At 7:00 p.m. Council President Tom Eichinger called the Hillsboro City Council meeting to order. The following were present for the meeting: Clerk Whitney Aliff, Mayor Justin Harsha, Public Works Superintendent Shawn Adkins, Auditor Patty Day, Chief of Police Eric Daniels, Safety and Service Director Brianne Abbott and Law Director Randalyn Worley.

### **ROLL CALL**

Don Storer, Dan Baucher, Mary Stanforth, Jo Sanborn, Jason Brown, Adam Wilkin and Greg Maurer were present.

Mr. Eichinger led the Council in prayer and Mayor Justin Harsha led Council in the Pledge of Allegiance.

### **APPOINTMENT OF CLERK – PRO TEM**

Council President Tom Eichinger discussed appointing clerk pro tem in the instance clerk Whitney Aliff is unable to attend.

MOTION: Greg Maurer moved to approve the appointment of Lauren Walker as clerk pro tem, seconded by Adam Wilkin. Vote: all yeas. Lauren Walker will serve as council clerk pro tem.

### **MINUTES**

There were no corrections to the January 12, 2023 regular council minutes. They were approved as submitted.

### **MONTHLY REPORTS**

The January 2023 monthly reports were read by title only: Income Tax Bureau, Police Department, Public Utilities (includes Street Department, Water and Sewer Maintenance), Treasurer's (includes Expense and Revenue), Water Meter Department, Water Office (includes Water/Sewer Sales), Water Treatment Plant, Wastewater Treatment Plant and Auditor. A Code Enforcement report was not provided.

### **COMMENTS FROM THE AUDITOR (Patty Day, Auditor)**

Council President Tom Eichinger addressed Auditor Patty Day regarding submitting financial reports timely. Council received financial reports late afternoon the day of council. Ms. Day advised council things are going smoothly and she is confident reports will be timelier. Ms. Day invited questions if councilmembers had any.

**PUBLIC REQUESTS:** None

### **COMMUNICATIONS:**

Auditor Footing Error Ordinance 2022-31

DISCUSSION: Auditor Patty Day noted the communication is due to a footing error in Ordinance 2022-31. Day advised the budget is correct, the excel cells did not add properly. No additional legislation is required.

**CITIZENS' COMMENTS:** None

### **COMMUNICATIONS FROM THE MAYOR (Justin Harsha, Mayor)**

Mayor Justin Harsha discussed naming of the greenspace on West Main Street. Mayor Harsha noted Hillsboro is considered the “Crossroads to America” as Route 50 reaches Ocean City, Maryland to Sacramento, California and Route 62 reaches Niagara Falls, New York to El Paso, Texas. The name “Crossroads Park” is being presented to planning commission at the monthly meeting for the greenspace on West Main Street. Mayor Harsha shared the senior scholarship details and noted the city will be matching up to \$5,000 for 2023 in hopes to help students.

### **SAFETY AND SERVICE DIRECTOR/PLANNING COMMISSION REPORT (Brianne Abbott)**

Safety and Service Director Brianne Abbott shared the city received five commercial and nine residential building permits for the month of January. The Marriott Hotel project is still under environmental review. The final report is expected to be received this week and then can move on to the final funding phase. The dilapidated barn on the cities newly purchased property off of Fenner Avenue has been demolished by the Highland County Land Bank at no cost to the city and was featured on the Ohio Landbank Association February newsletter. Work continues with private developers from the Patriot Public House, Marshalls, Buckeye Eye Clinic, Fenner Ridge Apartments and Papa Johns for 2023 openings. The north west street waterline project is complete with paving to begin in the spring. The phase three storm sewer project is on schedule and the horizon fiber to home project is slated to begin this April. Ms. Abbott requested the review of funding packages for the upcoming development projects in the city, including Roberts Lane, North High Street service line replacement and the Beech/Railroad Street project be placed in the appropriate council committee. SSD Brianne Abbott noted council will see additional legislation coming to first reading at council for the above-mentioned projects that are all in planning phases and securing funding packages for all is critical for proper planning, additional grant and loan funding submissions and eventual implementation. Council President Tom Eichinger placed such items in the finance committee chaired by Mary Stanforth.

### **STANDING COMMITTEE REPORTS**

#### **FINANCE COMMITTEE (Mary Stanforth, Chair)**

- Wage & Pay Scale review/recommendations for elected officials
- Hillsboro Swim Organization
  - Meeting held 2/6/2023 at 6:30 p.m. Chair Mary Stanforth read minutes from 2/6/2023 meeting. See attachment #1.

Funding Plan Packages for Roberts Lane, North High Street Service Line Replacement and Beech/Railroad Street project placed in committee.

#### **PROPERTY MAINTENANCE AND RESTORATION (Don Storer Chair)**

No meeting. No questions asked.

#### **CIVIL SERVICE AND EMPLOYEE RELATIONS COMMITTEE (Dan Baucher, Chair)**

- Update Civil Service Manual

- Comp Time Maximum and Payout

Law Director Randalyn Worley requested Council President to place additional items into Civil Service and Employee Relations Committee: Employee Handbook Health Insurance and Employee Handbook Overtime. Items were placed in committee.

#### **STREET AND SAFETY COMMITTEE (Adam Wilkin, Chair)**

- Designated Outdoor Refreshment Area (DORA)

No meeting. No questions asked.

#### **UTILITIES COMMITTEE (Greg Maurer, Chair)**

- Electricity Aggregation Program

No meeting. No questions asked.

#### **ZONING AND ANNEXATION COMMITTEE (Jason Brown, Chair)**

No meeting. No questions asked.

#### **COMMUNITY ENHANCEMENT (Jo Sanborn, Chair)**

- Ice Skating Rink
- Pickleball
  - Meeting held 2/13/2023 at 10:30 a.m. Chair Jo Sanborn read minutes from 2/13/2023 meeting. See attachment #2. Once minutes were read, councilmember Mary Stanforth asked the reasoning the donations were to be made to the city. Jo Sanborn requested clarification from SSD Brianne Abbott. Ms. Abbott answered it was for tax purposes. The Pickleball group discussed creating a non-profit organization for donation and tax purposes. SSD Brianne Abbott also noted the city has matched funds in the past, typically with a grant or with employee work. Mary Stanforth noted pickleball being a great thing for the city and the need for development at Railroad Street Park. Auditor Patty Day added in the past the city has only matched for the senior scholarship.

### **UNFINISHED BUSINESS**

#### **PASSAGE OF ORDINANCES & RESOLUTIONS (THIRD READING):**

Ordinance 2022-30 An Ordinance to designate the zoning classification of a certain parcel and modify the zoning map

MOTION: Jason Brown moved to approve and adopt Ordinance 2022-30, seconded by Greg Maurer. Vote: Adam Wilkin-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes, Jo Sanborn-yes, Jason Brown-yes, Dan Baucher-yes. Ordinance 2022-30 approved and adopted.

DISCUSSION: No discussion was had.

Resolution 22-43 A Resolution to amend the City of Hillsboro 2019 Comprehensive Plan "Imagine Hillsboro"

MOTION: Greg Maurer moved to approve and adopt Resolution 22-43, seconded by Mary Stanforth. Vote: Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes, Adam

Wilkin-yes, Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes. Resolution 22-43 approved and adopted.

DISCUSSION: No discussion was had.

Resolution 22-44 A Resolution to establish an Imagine Hillsboro Select Committee  
MOTION: Greg Maurer moved to approve and adopt Resolution 22-44, seconded by Adam Wilkin. Vote: Mary Stanforth-yes, Don Storer-yes, Adam Wilkin-yes, Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes, Greg Maurer-yes. Resolution 22-44 approved and adopted.

DISCUSSION: No discussion was had.

## **SECOND READING OF ORDINANCES & RESOLUTIONS –**

Resolution 23-01 A Resolution transferring parcel 25-35-001-067.00 to the Hillsboro Community Improvement Corporation

DISCUSSION: Third reading at March 16, 2023 meeting.

Resolution 23-06 A Resolution authorizing the City of Hillsboro to prepare and submit an application to participate in the U.S. Department of Transportation's Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program for surface transportation infrastructure projects that will improve: Safety; Environmental Sustainability; Quality of Life; Mobility and Community Connectivity; Economic Competitiveness and Opportunity including tourism; State of Good Repair; Partnership and Collaboration; and Innovation and declaring an emergency

MOTION: Greg Maurer moved to suspend the three-reading rule for Resolution 23-06, seconded by Mary Stanforth. Vote: Adam Wilkin-yes, Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes, Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes. Resolution 23-06 three-reading rule suspended.

MOTION: Don Storer moved to approve and adopt Resolution 23-06, seconded by Greg Maurer. Vote: Jason Brown-yes, Jo Sanborn-yes, Don Storer-yes, Adam Wilkin-yes, Dan Baucher-yes, Mary Stanforth-yes, Greg Maurer-yes. Resolution 23-06 approved and adopted.

DISCUSSION: Safety and Service Director discussed with council after webinar trainings and grant information, Roberts Lane is the best fit with the grant guidelines. The application is due February 28, 2023. Councilmember Jo Sanborn asked if this grant would be for the Roberts Lane project in whole, being answered yes by SSD Brianne Abbott.

## **FIRST READING OF ORDINANCES & RESOLUTIONS:**

Ordinance 2023-06 An Ordinance making supplemental appropriations for the City of Hillsboro, Highland County, Ohio

MOTION: Don Storer moved to approve and adopt Ordinance 2023-06, seconded by Greg Maurer. Vote: Jo Sanborn-yes, Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes, Adam Wilkin-yes, Dan Baucher-yes, Jason Brown-yes. Ordinance 2023-06 approved and adopted.

DISCUSSION: City Auditor Patty Day discussed Ordinance 2023-06. The police department received a sub grant for \$55,475.00 with no cash match from the city. The legislation will allow movement to police equipment. Day congratulated Police Chief Eric Daniels.

Resolution 23-09 A Resolution approving a 'then and now' certification by the City Auditor, pursuant to R.C. 5705.41(D)(1), for the payment to United HealthCare for an increase in premium covering dates 10/1/2022-1/31/2023, and to declare an emergency MOTION: Greg Maurer moved to suspend the three-reading rule for Resolution 23-09, seconded by Jo Sanborn. Vote: Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes, Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes, Adam Wilkin-yes. Resolution 23-09 three-reading rule suspended.

MOTION: Greg Maurer moved to approve and adopt Resolution 23-09, seconded by Don Storer. Vote: Adam Wilkin-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes, Jo Sanborn-yes, Jason Brown-yes, Dan Baucher-yes. Resolution 23-09 approved and adopted.

DISCUSSION: City Auditor Patty Day advised when the contract began with United Healthcare the premium increased beginning October 1, 2022. On January 11, 2023 the bill was received for the increased amount for the prior four months for a total of \$81,028.06. The bill is due and auditor Patty Day is requesting suspension of the three-reading rule to allow the bill to be paid. Ms. Day advised the possible need to come back to council towards the end of the contract for additional funds if necessary.

Resolution 23-10 A Resolution approving a 'then and now' certification by the City Auditor, pursuant to R.C. 5705.41(D)(1), for the payment to the Treasurer of State FD 83F; Ohio State Hwy Patrol for law enforcement automated data system (LEADS) annual access charge to cover dates 1/1/2023 – 12/31/2023, and declaring an emergency MOTION: Mary Stanforth moved to suspend the three-reading rule for Resolution 23-10, seconded by Adam Wilkin. Vote: Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes, Adam Wilkin-yes, Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes. Resolution 23-10 three-reading rule suspended.

MOTION: Greg Maurer moved to approve and adopt Resolution 23-10, seconded by Don Storer. Vote: Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes, Adam Wilkin-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes. Resolution 23-10 approved and adopted.

DISCUSSION: City Auditor Patty Day discussed Resolution 23-10. Ms. Day shared the LEADS bill comes every year. Ms. Day has talked with state auditors and noted a process is in place to avoid so many 'then and now' pieces of legislation next year.

Councilmember Jason Brown asked what LEADS is utilized for. Police Chief Eric Daniels explained the LEADS system is the communication with every law enforcement agency. Chief Daniels discussed multiple ways the LEADS system is utilized within the department.

Ordinance 2023-07 An Ordinance making supplemental appropriations for the City of Hillsboro, Highland County, Ohio

MOTION: Greg Maurer moved to approve and adopt Ordinance 2023-07, seconded by Adam Wilkin. Vote: Jo Sanborn-yes, Jason Brown-yes, Dan Baucher-yes, Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes, Adam Wilkin-yes. Ordinance 2023-07 approved and adopted.

DISCUSSION: City Auditor Patty Day discussed Ordinance 2023-07. This Ordinance is regarding municipal court. A previous city employee that provided court security and was a process server resigned at the end of December 2022. The employee has become a contractor to provide the same role for the municipal court. Ms. Day requests to move \$20,000.00 from wages to professional services. Councilmember Mary Stanforth questioned if the county commissioners paid any portion of this service. Auditor Patty Day advised it is currently in the budget but is being reviewed. Councilmember Jo Sanborn asked why the employee resigned and came back as a contractor. Ms. Day explained it was related to retirement issues. Ms. Day added the contract is for one year.

Resolution 23-11 A Resolution authorizing the Safety and Service Director to apply for, accept, and enter into a water supply revolving loan fund account (WSRLA) agreement on behalf of the City of Hillsboro for construction of High Street lead service line replacement; and designating a dedicated repayment source for the loan

DISCUSSION: Safety and Service Director Brianne Abbott explained Resolution 23-11 will allow the city to apply for and enter into an agreement with the water supply revolving loan account for principal forgiveness plus zero percent interest loan for the North High Street Lead Service Line Replacement. The project cost is one million dollars. 53% of the project will be principal forgiveness and the remaining 47% of the project will be 0% interest loan. An estimated yearly amount was given in the amount of \$15,000.00. Resolution 23-11 will have a second reading at the March 16, 2023 meeting.

Resolution 23-12 A Resolution authorizing the City of Hillsboro to prepare and submit an application to participate in the Ohio Department of Natural Resources (ODNR) Recreational Trails Program (RTP) and the Clean Ohio Trails Fund (COTF) for financial assistance for public recreation purposes

DISCUSSION: Safety and Service Director Brianne Abbott noted Resolution 23-12 will allow the city to apply for grant funding through ODNR for trail projects. Abbott noted the application is due April 15, 2023 and to meet the application deadline we will need to request suspension of the three-reading rule and passage by emergency at the March council meeting. Resolution 23-12 will have a second reading at the March 16, 2023 meeting.

Resolution 23-13 A Resolution authorizing the Safety and Service Director to apply for, accept, and enter into a water supply revolving loan fund account (WSRLA) agreement on behalf of the City of Hillsboro for planning, design and/or construction of water facilities; and designating a dedicated repayment source for the loan

DISCUSSION: Council President Tom Eichinger noted Resolution 23-13 is one of many pieces of legislation placed in the finance committee. Resolution 23-13 will have a second reading at the March 16, 2023 meeting.

Resolution 23-14 A Resolution authorizing the Safety and Service Director to apply for, accept, and enter into a water pollution control loan fund agreement (WPCLF) on behalf of the City of Hillsboro for planning, design and/or construction of waste water facilities; and designating a dedicated repayment source for the loan

DISCUSSION: SSD Brianne Abbott noted Resolution 23-14 mirrors Resolution 23-13. Both pieces of legislation will allow the city to apply for and enter into an agreement with

the water pollution control revolving loan and the water supply revolving loan for low interest loan of 1% for water facilities for the Roberts Lane Extension Project. Resolution 23-14 will have a second reading at the March 16, 2023 meeting.

Ordinance 2023-08 An Ordinance making supplemental appropriations for the City of Hillsboro, Highland County, Ohio

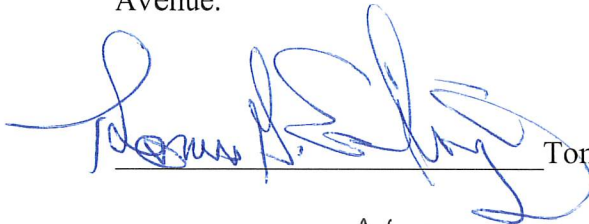
MOTION: Adam Wilkin moved to approve and adopt Ordinance 2023-08, seconded by Greg Maurer. Vote: Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes, Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes, Adam Wilkin-yes. Ordinance 2023-08 approved and adopted.

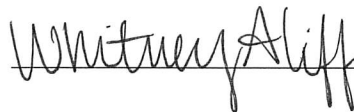
DISCUSSION: City Auditor Patty Day explained Ordinance 2023-08 is a request to transfer \$430,000.00 for the storm sewer construction costs that are currently due.

**NEW BUSINESS:**

None

**ADJOURN:** Greg Maurer moved to adjourn, seconded by Don Storer. Vote all yeas. Council adjourned at 7:41 p.m. The next scheduled meeting of the Hillsboro City Council is Thursday March 16, 2023 at 7:00 p.m. at Municipal Courtroom 130 Homestead Avenue.

  
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Tom Eichinger, President

  
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Whitney Aliff, Clerk

The Finance Committee met on February 6, 2023 at the city building at 6:30 pm. Those in attendance were Adam Wilkin, Greg Maurer, Tom Eichinger, Jo Sanborn and myself to revisit the Highland Swim Organization's request for an annual free refill of the pool.

For the past three years, the city has credited the pool for refills. The amounts were 2019-\$2640.57, 2021-\$2036.07 and 2022-\$3000.44.

The committee decided that it was not in the best interest of the city to grant this request.

Mr. Maurer made a motion to deny the request and Mr. Wilkin seconded. All members were in favor.

Mr. Maurer made a motion to adjourn, Mr. Wilkin seconded. The meeting ended at 6:47

Respectfully submitted,

Mary Stanforth

Finance Chair

Attachment #1



The Community Enhancement Committee met on February 13, 2023 at 10:30am in the City Building. Present at the meeting were myself, Jason Brown, Tom Eichinger, Mary Stanforth, Whitney Aliff, Lauren Walker, Brianne Abbott, Justin Harsha, Patty Day, Shawn Adkins, Crystal Wildey, Rebecca O'Brien-Sexton, Bev Stout, John Hern, Ken Reno, Jeff Truitt, and Marilyn Hiestand. Community Enhancement Committee member Dan Baucher was absent.

The committee met to discuss Pickleball and revitalizing the old city tennis courts. John Hern had a sample bid that would price the revamping around \$74K unless the old court was taken out and resurfaced which would cost \$16k bringing the bid to roughly \$100K. This would entail making half the tennis court into pickleball courts, not the whole area. However the whole area would be resurfaced. There was also discussion for the need of a revolving \$50K to keep up with maintenance on the grounds; and there would need to be a bid to reopen the park bathrooms which was not in the cost. When asked if any of the city could do the work, it was brought forth that any total project over \$50K has to be bid out anyway.

It was mentioned that Railroad Street would need to have the excavation completed so the basketball court didn't continue to flood as this would be considered a Railroad Street Park. A T-Mobile grant is being requested to revitalize and reconstruct the basketball court beside the tennis courts. Also mentioned were grants that are in the works to add sidewalks and pavement on Railroad Street and Beech Street, but that everything takes time so it wouldn't be this year. Per city administration, the Railroad Street Park would possibly include the skate park, pickleball court, and basketball court, although there are no renderings in the works, so it is open for possibilities to other ideas as well. One pickleball member mentioned that Middletown used COVID relief money granted to the city to put their pickleball court in, however, the Hillsboro COVID relief money has already been spent on various other projects such as the Roberts Lane Extension project, and a few other budget items.

Members of the pickleball group did ask if the city could help fund half or even something to match whatever was raised, however, when looking back over the years, the city had not matched any other park fundraising per the auditor. The pickleball group brought up a suggestion that if a business decided to donate a portion of money, the pickleball court could be named after that business or businesses.

A few other items to note were citizens who donated money would need to write on the check memo line pickleball so that money would go into that fund. The city is able to provide a tax document for donations to the city if needed. Rebecca O'Brien-Sexton and John Hern created a Pickleball Facebook page that anyone can visit and find out more information. It is worth noting that there is no timeline on this project as it will take time to raise funds, however, this was a good first meeting to gather necessary information.

At 11:15am I made a motion to adjourn and Jason Brown seconded.

Jo Sanborn, Community Enhancement Chair

Attachment #2